

Municipality of Lakeshore - Report to Council

Legal and Legislative Services

Legislative Services



To: Mayor and Members of Council
From: Brianna Coughlin, Division Leader – Legislative Services
Date: December 12, 2024
Subject: 2024 Council Meetings and Closed Meeting Annual Report

Recommendation

This report is presented for information only at the January 28, 2025 Council meeting.

Strategic Objectives

This report is not directly related to a Strategic Objective however is part of the ongoing work to provide transparency relating to Council meetings and is directly related to section 40 of the Procedure By-law:

Reporting to the Public - Quarterly

40. (a) On a quarterly basis, the Clerk shall prepare an Information Report for a Meeting open to the public describing the Closed Sessions held during the previous quarter which describes:

- i. the reference to the *Municipal Act, 2001* authorizing the closure of the Meeting;
- ii. the fact of the holding of the Closed Session;
- iii. the general nature of the matter to be considered during the Closed Session; and
- iv. the holding of vote, if any; and
- v. such other information as may be disclosed taking care not to reveal the substance of the deliberations of Council.

This report is written to include the 2024 fourth quarter report, as well as an annual report for all of 2024.

Background

The Municipality of Lakeshore (the “Municipality”) is committed to conducting meetings in an open and transparent manner. All meetings of Council are advertised on the municipal website and are video-recorded in order to allow residents to watch the proceedings from their homes or other locations.

Despite this commitment to openness, there are times where Council must deliberate confidentially in order to protect the privacy of an individual or the position of the Municipality.

Section 239(2) of the *Municipal Act, 2001* allows municipalities to go into closed session to consider matters for the following reasons:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Council may also go into closed session pursuant to Section 239(3.1) of the Act to undertake education or training, as long as no member discusses or otherwise deals

with any matter in a way that materially advances the business or decision-making of the Council.

Comments

Open Meetings

At the October 10, 2023 meeting, Council approved the schedule of meetings for 2024, including 2 dates for the 2024 budget deliberations and 3 dates for the 2025 budget deliberations, as well as 3 extra meetings exclusively for *Planning Act* matters. These are considered “regular” meetings.

In 2024, Council deferred the 2025 Budget deliberations to January 2025. In total, Council held 25 regular meetings in 2024.

In addition to these regular meetings, Council held three additional special meetings:

- June 18 to complete unfinished business from June 11 regular meeting and to consider additional time-sensitive reports;
- September 3 to consider a motion of reconsideration relating to the Housing Accelerator Funding program; and
- December 16 to consider a confidential closed session matter (outlined in the Closed Session table in this report).

The table below outlines the dates of the meetings, the time spent in open session, the types of items on the agenda and the number of items deferred to subsequent meetings. Approximately 57 hours were spent in open session throughout these meetings.

Note: the times in the table represent the time spent in open session on a particular date; closed session times are explained further in the report. To compare total meeting times for each date, it will require adding the open and closed session times together. For example, 2 hours in open session + 1 hour in closed session = 3 hours total.

2024 Meeting Date	Time Spent in Open Session	Public Meetings	Presentations and Delegations	Agenda Items for Direction**	Notices of Motion	Direction Items Deferred
January 9	1h 5		1	6	1	
January 30	1h 57	2	1	9		1

2024 Meeting Date	Time Spent in Open Session	Public Meetings	Presentations and Delegations	Agenda Items for Direction**	Notices of Motion	Direction Items Deferred
February 6 Planning	1h 30	1	1	3		
February 13	1h 28		1	4		
February 15 2024 Budget	7h 16			1		
February 27	1h 23	1		4		
March 5	2h 53			4		1
March 19	1h 29	2	2	10		
April 9	1h 1		2	6		
April 30	1h 27	1	1	9	2	1
May 7 Planning	1h 36	1	1	5		
May 14	43 min		1	5		
May 28	3h 25	4	1	12		7
June 11	4h 30	2	1	9		2
June 18 Special Meeting	1h 13			6		
June 25	3h 31	1	2	11	3	1
July 9	3h		1	7	3	2
August 13	1h 55	1	2	9		1

2024 Meeting Date	Time Spent in Open Session	Public Meetings	Presentations and Delegations	Agenda Items for Direction**	Notices of Motion	Direction Items Deferred
September 3 Special Meeting	33 min			1	1	
September 10	2h 9	1	1	8		
September 24	2h 20	1	2	14	3	1
October 1 Planning	2h 23	1	1	7		
October 8	1h 56		2	5		
October 22	1h 17			9	1	1
November 5	1h 15			10		
November 19	2h	1	1	10	3	
December 10	1h 31		2	8		

**Does not include presentation and reading of by-laws.

Closed Meetings

Fourth Quarter

Between October 1 and December 31, 2024, Council held 6 closed session meetings in order to consider 12 items. Approximately 4 hours were spent in closed session throughout these meetings.

There were also 4 closed session meetings of the CAO Hiring Committee. This is a special committee of Council, comprised of all Council members, for the purpose of conducting recruitment activities for the Chief Administrative Officer position. The closed sessions of the CAO Hiring Committee have been included in the table below. Approximately 6 hours were spent in closed session throughout these meetings.

Annual Closed Meetings for 2024

In total, approximately 24 hours were spent in closed session in 2024. The following table outlines the dates of the closed meetings for 2024, the subject matter discussed, the reasons the items were discussed during a closed session meeting and the outcome of the discussion.

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
January 9	47 min	Education/training session – media relations	3.1	No
January 30	22 min	Litigation relating to the Amy Croft area	e), f) and k)	Yes
February 6	1h 1	Ontario Land Tribunal Appeal of Zoning By-law Amendment ZBA-14-2023	e), f) and k)	Yes
		Ontario Land Tribunal Appeal of Minor Variance Application A/32/2023 (1610 County Road 22)	e), f) and k)	Yes
February 13	43 min	Education/training session – capital budgeting processes	3.1	No
March 19	27 min	Pay equity	b) and d)	No
		Litigation relating to the Amy Croft area	e), f) and k)	No
April 9	36 min	Collective bargaining	d), f) and k)	Yes
		Chief Administrative Officer performance evaluation	b)	Yes
April 30	10 min	Litigation regarding an insurance claim	e) and f)	Yes
May 14	22 min	Property on Notre Dame Street	c) and k)	Yes
May 28	1hr 40 min	Ontario Land Tribunal Appeal of Zoning By-	e), f) and k)	No

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		law Amendment ZBA-14-2023		
		Personal matters about an identifiable individual relating to municipal service delivery	b)	Yes; Deferred
		Lease agreement for the Belle River Marina restaurant	f) and k)	Yes
		Chief Administrative Officer performance evaluation	b)	Deferred
June 18	37 min	Chief Administrative Officer performance evaluation	b)	Yes
June 18	37 min	Initial activities relating to the recruitment of a Chief Administrative Officer	b)	Yes
		Property on Main Street	c) and k)	Yes
June 25	42 min	Initial activities relating to the recruitment of a Chief Administrative Officer	b)	Yes
		Litigation regarding an insurance claim	e) and f)	Yes
		Personal matters about an identifiable individual relating to municipal service delivery	b)	Yes
July 9	32 min	Personal matters about an identifiable individual relating to municipal service delivery	b)	Yes

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
August 13	1hr 19 min	Proposed or pending disposition of land by the municipality relating to the St. Charles Street area	c)	Yes
		Proposed or pending acquisition or disposition of land by the municipality relating to the Duck Creek area	c)	Yes
		Proposed or pending acquisition or disposition of land by the municipality relating to the Denis St. Pierre Water Pollution Control Plant area	c)	Deferred
		Personal matters about an identifiable individual relating to the 2024 Lakeshore Sports Excellence Hall of Fame inductees	b)	Yes
September 3 CAO Hiring Committee	56 min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	Yes
September 9 CAO Hiring Committee	1hr 29 min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	Yes
September 10	15 min	Litigation or potential litigation and advice that is subject to solicitor-client privilege regarding an insurance claim	e) and f)	Yes

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		Litigation or potential litigation and advice that is subject to solicitor-client privilege regarding an insurance claim	e) and f)	Yes
September 20 CAO Hiring Committee	2hr 48 min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	No
September 23 CAO Hiring Committee	5 hr 37min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	Yes
September 24	23 min	Litigation or potential litigation and advice that is subject to solicitor-client privilege regarding an encroachment matter	e) and f)	Yes
October 1	20 min	Litigation affecting the municipality, advice that is subject to solicitor-client privilege and a position, plan, procedure, criteria or instruction to be applied to any negotiations regarding Ontario Land Tribunal Appeal of Zoning By-law Amendment ZBA-14-2023	e), f) and k)	Yes
October 7 CAO Hiring Committee	15 min	Personal matters about an identifiable individual relating to Chief Administrative	b)	Yes

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		Officer recruitment activities		
October 8	43 min	Proposed or pending acquisition or disposition of land by the municipality relating to the Denis St. Pierre Water Pollution Control Plant area	c)	Yes
		Personal matters about identifiable individuals, litigation or potential litigation, and advice that is subject to solicitor-client privilege regarding a matter before the Human Rights Tribunal of Ontario	b), e) and f)	No
		Personal matters about identifiable individuals regarding the recommendations of Administration in relation to a board member appointment	b)	Yes
October 16 CAO Hiring Committee	4hr 17 min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	No
October 22	1h 8 min	Litigation or potential litigation and advice that is subject to solicitor-client privilege regarding an insurance claim	e) and f)	Yes
		Labour relations or employee negotiations, and a position, plan, procedure, criteria or	d) and k)	Yes

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		instruction to be applied to any negotiations, relating to IBEW collective bargaining		
		Personal matters about an identifiable individual relating to municipal service delivery	b)	No
November 19	58 min	Labour relations or employee negotiations, relating to a benefits review for non-union employees	d)	Yes
		Litigation or potential litigation and advice that is subject to solicitor-client privilege regarding an encroachment matter	e) and f)	Yes
November 18 CAO Hiring Committee	42 min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	Yes
December 3 CAO Hiring Committee	25 min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	Yes
December 10	1h 4	Educating and training members in relation to by-law enforcement and prosecution processes	3.1	No
		Litigation or potential litigation and advice that is subject to solicitor-client privilege	e) and f)	Yes

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		regarding an insurance claim		
December 16	7 min	Proposed or pending acquisition or disposition of land by the municipality, relating to the Summit Street and Marla Crescent area.	c)	Yes

Financial Impacts

Printing and courier costs associated with the meetings were included in the 2024 Budget and actual costs are within budget.

Report Approval Details

Document Title:	2024 Council Meetings and Closed Meeting Annual Report.docx
Attachments:	
Final Approval Date:	Jan 13, 2025

This report and all of its attachments were approved and signed as outlined below:

Prepared by Brianna Coughlin

Submitted by Susan Hirota

Approved by the Corporate Leadership Team